

**Method of Indicating User Status in Groupware and  
Apparatus for Use in the Same**

**Abstract of the Disclosure**

Disclosed is a method of indicating a user status in groupware for recognizing the user status in the groupware. The method comprises the steps of (a) displaying a status row bar in a view window of each user; and (b) indicating the status whether or not each user has read each document by the displayed status row bar. To carry out the method, an apparatus comprises a network; a server connected to the network and including a status database for storing the status of each user to each document; a manager operation section connected to the network and including a manager screen and a manager input device; and a user operation section connected to the network and including at least one user screen and at least one user input device.